

The following notice is to appear on the City of Warwick's website on or after March 31, 2016. The website address is <http://www.warwickri.gov/bids>

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI  
BIDS REQUESTED FOR**

**Bid #2016L-03 Purchase Shades**

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 3:00 PM on or after March 31, 2016 on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **2:00 PM on April 22, 2016**. The bids will be opened publicly commencing at **2:00 PM** on the same day in the Administrative Office, Warwick Public Library.

Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Warwick Public Library at 401-739-5440, ext. 223 at least 48 hours in advance of the bid opening date.

## Warwick Public Library

### **Bid #2016L-03 Purchase Shades** **Request for Bids**

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI, Monday through Friday, 9:00 AM until 4:00 PM on or after Thursday, March 31, 2016. They may also be obtained on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **2:00 PM** on *Friday, April 22, 2016*. The bids will be opened publicly commencing at **2:00 PM** on the same day in the Administrative Office, Warwick Public Library.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the Library may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

**All bids should be submitted with one (1) original in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2016L-03 Shades".** Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via fax or email.

All questions pertaining to these specifications should be referred to Christopher LaRoux, Director, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889, 401-739-5440 ext. 223.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the City of Warwick Public Library with an **original** certificate of insurance for General Liability in a minimum **amount of \$1 million** naming the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number.

The successful bidder must furnish a labor and material bond, and a performance bond in the amount of 100% of the cost of the project within ten (10) calendar days after notification of award or the Library reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a materials breach of contract and grounds for termination of the contract.

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws. Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.wdol.gov/dba.aspx#0> .

**The IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.**

**Prices to be held firm from April 22, 2016-June 30, 2016.**

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state, and federal laws.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services has been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation, which may be required or requested by the Library, shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**

Warwick Public Library  
Bid #2016L-03 Shades

**I. Project description**

The Board of Trustees of the Warwick Public Library invites bids for Shades for the Central Library.

**II. Background**

The Warwick Library is a two-story structure of approximately 63,000 square feet. The building was renovated and expanded in 1998. Large windows are an architectural feature of the library building. They allow light to fill the large interior of the facility during the day. The problem is that during the summer the sun adds heat to the building, making it difficult and more expensive to keep cool. During the winter heat is lost through the massive windows at night or on exceptionally cold days. Shades will allow us to reduce sun heating during the summer and loss of heat at night during the winter. In both cases saving energy.

**III. Specific services sought**

1. Measurements and ordering shades and fascia are the responsibility of the vendor.
2. 18 manually operated window shades for the Sandy Lane side of the library.
  - a. Draper SunBloc Series SB9000 (Triopak II) Color: Oyster SB9070  
Fascia color: Vanilla
  - b. 4 ply laminated fiberglass (3 ply pvc, 1 ply fiberglass)
  - c. 12 ounces per sq. yard
  - d. Break Strength Warp direction 240, Fill direction 960
  - e. Adhesion: PVC films inseparable
  - f. Opacity: 100% blackout
  - g. Flame resistance:
    - i. U.S. Federal Government Specs CCC-C0521E
    - ii. NFPA #701 Small Scale Test
    - iii. Boston Fire Dept. BFD 1X-1
    - iv. California Fire Marshall, Sec. 13115
  - h. Warranty: Free from defects in manufacturing for five years. Fabrics to maintain flame resistance, total weight, washability, color uniformity and tensile strength.
3. 8 electrically operated sun shades in the entry way of the library.
  - a. Sunshadow Solar Screen Fabric. 5% openness Color: N201  
Beige/Beige Fascia Color: Vanilla
  - b. Composition: 25% polyester, 75% PVC
  - c. Openness Factor: 5%

- d. Weight: 12.39 ounces per sq. yard
  - e. Thickness: 0.022 inches
  - f. Fabric Count: 47 ends x 47 picks/inch
  - g. Tensile Strength: Warp 170/Weft 170 daN/5cm
  - h. Tear Strength: Warp 6.6/Weft 7.0 daN
  - i. Colorfastness: Grade 8
4. Shades need to be installed either before opening or after closing hours at a time mutually agreed upon by the vendor and the Library Director. Library hours of operation are Monday, Tuesday, Wednesday, Thursday: 9 a.m.-9 p.m., Friday and Saturday: 9 a.m.-5 p.m. and Sunday 1-5 p.m.
  5. Electrical wiring for the entry way shades will be provided by the Library meeting specifications provided by the Shade vendor. All shades will be on the same wiring circuit and will be controlled by a vendor supplied remote control, ensuring that all eight shades raise and lower in unison to the same height.
  6. Electric motors will be equivalent to Draper 506S2RH-RTS and must contain a built-in radio receiver.
  7. Manual shade rollers will be equivalent to RollEase and must be warrantied by the manufacturer or vendor for at least five years.

#### **IV. Site Visit**

Respondents to this request who wish to visit the Library may do so, during regular library hours, and by appointment only. Contact Chris La Roux, Library Director, 401-739-5440, ext 223.

#### **V. Selection process**

All bids must be received at the Library in the office of the Director by *2:00 PM, Friday, April 22* at which time they will be opened publicly.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Bid evaluations will consider costs, qualifications and experience of the respondent.

#### **VI. Bid requirements**

Bids must include delivery and setup, as well as removal of all packing materials.

**BID FORM**

**Warwick Public Library**

**Bid #2016L-03 Purchase & Install Shades**

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

The undersigned proposed to furnish all labor at prevailing wage rate and materials required for the installation of Shades as described in the bid specifications, at the Central Library at 600 Sandy Lane, Warwick Rhode Island for the Contract price specified below. The undersigned agrees that, if selected as the General Contractor, the terms of the Bid will be executed *on or before June 30, 2016*.

**Base Price:** To include all work specified or required for the completion of the project. Price to include purchase, preparation, installation and cleanup.

**Shades and installation:** \$ \_\_\_\_\_

**Warranty:** \_\_\_\_\_

**Timeline:** \_\_\_\_\_

Contractor's hourly RI prevailing wage rate for Installer: \_\_\_\_\_

Contractor's hourly RI prevailing wage rate for an Installer's Helper: \_\_\_\_\_

**Attach 2 references** for similar contracts including names and contact information.

Authorized signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_